

APPROVED

August 5, 2003

Michigan State
Administrative Board

Lansing, Michigan

July 15, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, July 15, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Mary MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Corrine Pena, Executive Office; Wes VanMalsen, Department of Career Development; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Norm Buckwalter, Department of Information Technology; Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the meeting of July 1, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule (s)

BAY COUNTY, 6/6/2003

WASHTENAW COUNTY, Finance, Payroll, 6/27/2003

WESTERN TOWNSHIPS UTILITIES AUTHORITY

Accounting, 6/24/2003

Administrative, 6/24/2003

Human Resources/Personnel, 6/24/2003

Operations and Maintenance, 6/24/2003

Retention and Disposal Schedule (s):

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

Consultation, Education and Training, 4/9/2003

Employee Discrimination Division, 1/31/2003

MIOSHA Information Section, 4/9/2003

Safety Education and Training Grant Program, 4/9/2003

NORTHERN MICHIGAN UNIVERSITY

Office of Communications and Marketing, 5/27/2003

Office of International Affairs, 5/27/2003

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held July 8, 2003 and the special meeting held July 15, 2003. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Finance and Claims Committee Report of July 8, 2003 and the special Finance and Claims Committee Report of July 15, 2003 be approved. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Reports covering the regular meeting held July 9, 2003 and the special meeting held July 15, 2003. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Building Committee Report of July 9, 2003 and special Building Committee Report of July 15, 2003 be approved and adopted. The motion was supported by Ms. Rossi and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Reports for the regular meeting of July 9, 2003 and the special meeting of July 15, 2003. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held July 9, 2003 and the special meeting held July 15, 2003 be approved and adopted. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON